

Indiana Public Library Standards

Eligibility Requirements for State and Federal Funds

Effective January 1, 2011

(590 IAC 6)

Indiana Library Federation 2010 Annual Conference

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Legal Basis for Standards

- IC 4-23-7.1-11
 - Requires standards and rules to be set by the Indiana Library and Historical Board (ILHB), advised by the Indiana State Library Advisory Council.
 - Standards and rules apply to libraries eligible to receive federal or state funds administered by the Indiana State Library (ISL).
 - ISL is responsible for monitoring whether or not libraries comply with the standards and rules.

Public Library Standards

- Indiana Administrative Code
 - Title 590, Article 6 (590 IAC 6) – Rule 1
 - Purpose
 - Definitions
 - Minimum Standards
 - 590 IAC 6 – Rule 2
 - Document Depository Libraries – not discussed in this presentation

Disclaimer

These slides are not the letter of the law.
(see 590 IAC 6 for that)

Purpose

- Standards are established to:
 - Encourage libraries to maintain a minimum level of service
 - Provide criteria for eligibility to receive state and federal appropriations

Definitions

- Bylaws
- Class A, B, C
- Collection expenditures
- Continuing education
- Director
- Electronic media devices
- Evening hours
- Fixed Location
- Full-time
- INSPIRE
- Integrated library system
- Library board
- Library sponsored program
- Population served
- Public access computer
- Special services
- Weekend day
- Young adult

Determining Eligibility for State and Federal Funds

- To be eligible for programs administered by the ISL, a public library must comply with:
 - Requirements set forth by Indiana legislature
 - Indiana law
 - Standards set by the ILHB

Minimum Standards

- Legal Compliance
- Library Board
 - Planning
- Continuing Education
- Service Levels
 - Collections
 - Resource Sharing
 - Age-based Populations
 - Programming
 - Technology and Telecommunications
 - Hours of Service
- Reporting
- Waivers

Concepts

- Public library classes
- Service designations

Legal Compliance

- Public libraries must conform to:
 - Indiana laws, including:
 - Library laws (IC 36-12)
 - Library and Historical Department Law (IC 4-23-7)
 - Municipal corporations
 - Federal laws (e.g., employment)
 - Local, state, and federal building and health and safety codes
 - Americans with Disabilities Act

Library Board

- The library board must:
 - Write bylaws that state its purpose and operational procedures
 - Bylaws must:
 - Include specific statements on nepotism and conflicts of interest
 - Be reviewed at least every three years
 - Be submitted to the ISL within 60 days of their adoption
 - Amendments must be submitted with the library's annual report each year

Library Board

- The library board must:
 - Hire a qualified, certified (590 IAC 5) individual to serve as a full-time library director
 - Maintain their separate function from the director
 - Board functions: governance and policy
 - Director functions: administration, operation, and management

Library Board

- With input from the library director, the library board must adopt:
 - An annual classification of employees
 - Salary schedules
 - The proposed library budget
 - Written personnel policies, at least those relating to:
 - Employment practices
 - Personnel actions
 - Salary administration
 - Employee benefits
 - Work conditions
 - Leaves

Library Board – Planning

- With input from the library director, the library board must adopt the following written plans and policies:
 - Collection development
 - Principles of access to library materials and services

Library Board – Planning

- With input from the library director, the library board must adopt the following written plans and policies:
 - A three- to five-year long-range plan that includes:
 - A statement of community needs and goals
 - Measurable objectives and service responses to the community's needs and goals
 - An assessment of facilities, services, technology, and operations
 - An ongoing annual evaluation process
 - Financial resources and sustainability
 - Collaboration with other public libraries and community partners

Library Board – Planning

- With input from the library director, the library board must adopt the following written plans and policies:
 - A three-year technology plan of service that includes:
 - Goals and realistic strategy for using telecommunications and information technology
 - Professional development strategy
 - An assessment of telecommunication services, hardware, software, and other services
 - An equipment replacement schedule
 - Financial resources and sustainability
 - An ongoing annual evaluation process
 - An automation plan that conforms to national cataloging standards

Continuing Education

- ISL
 - Provides orientation materials each year to:
 - New library board trustees
 - Provides training materials each year to:
 - All trustees
 - All directors
- Public Libraries
 - Must provide support for staff and trustees to engage in continuing education

Service Levels - Attributes

- Apply to “class” of public library based on population served:
 - Class A – 40,000 and above
 - Class B – 10,001 to 39,999
 - Class C – 10,000 or fewer
- Three service designations
 - Basic
 - Enhanced
 - Exceptional

Service Levels - Collections

- Collections for all classes must:
 - Be acquired, organized, and loaned
 - Be purchased with operating funds
 - Basic – 7.5%
 - Enhanced – 15%
 - Exceptional – 20%
 - Be available to patrons for loan and reference during regular hours of operation
 - Include books, A/V materials, electronic media devices, and databases
 - Provide access, directly or via the ISL, to large print, Braille, or audio books to patrons who can't read regular print due to a disability

Service Levels – Resource Sharing

- Public libraries must:
 - Use one of the following services to lend materials within Indiana (all classes):
 - Statewide reciprocal borrowing
 - OCLC Resource Sharing
 - Evergreen Indiana
 - Local reciprocal borrowing in library district in the same or adjacent county
 - Participate in the statewide delivery service provided by ISL from a single, fixed location within the library district.
 - Class A – 3 days/wk (basic), 4 (enhanced), 5 (exceptional)
 - Class B – 2 days/wk, 3, 4
 - Class C – 1 day/wk, 2, 3

Service Levels – Age-based Populations

- For adults, young adults, and children, public libraries (all classes) must:
 - Basic
 - Offer programs and reference services by a qualified, certified (590 IAC 5) individual
 - A 6-week annual summer reading program at each fixed location is required for children's services only
 - Know about and be able to access reference materials, including INSPIRE
 - Provide a collection of appropriate materials for the target age
 - Designate a space in the library for the target age

Service Levels – Age-based Populations

- Enhanced (Basic, plus)
 - One or more qualified, certified staff working part time designated as a librarian for the target age at each fixed location
- Exceptional (Basic, plus)
 - One full time equivalent, qualified, certified staff designated as a librarian for the target age at each fixed location

Service Levels - Programming

- Library sponsored program
 - A workshop, program, seminar, or outreach program sponsored by the library, in which the library's staff plays a significant role, including, but not limited to, technology, informational literacy, early literacy, etc.
- People/Population Served
 - Residents of the library district taxed for the support of the library

Service Levels - Programming

- Public libraries in all classes must offer:
 - All service designations
 - A minimum of 12 library sponsored programs per year regardless of population served
 - Basic
 - Five library sponsored programs per 1,000 people served per year
 - Enhanced
 - At least 10 library sponsored programs per 1,000 people served per year
 - Exceptional
 - At least 15 library sponsored programs per 1,000 people served per year

Standards Math - Programming

- Population Served = 15,000
- What Class?
 - Class B
(10,001 through 39,999 population served)
- How many programs to meet:
 - Basic?
 - 5 programs x 15 ($15,000 / 1,000 = 15$) = 75 programs per year
 - Enhanced?
 - 10 programs x 15 = 150 programs per year
 - Exceptional?
 - 15 programs x 15 = 225 programs per year

Service Levels – Technology and Telecommunications

- Public libraries in all classes must have:
 - An integrated library system (software) that tracks items owned, circulation, and patron records, and has a catalog that can be accessed via the library's website
 - Patron records with no activity must be purged or marked inactive at least once every three years.
 - Patrons who have not used their card in the last three years must have their records deleted if they have no fines or fees attached, and do not owe materials to the library
 - An Internet connection with a speed of at least 1.5 Mbps in each fixed service location
 - At least one staff computer with office software, an operating system, an Internet connection, and a printer

Service Levels – Technology and Telecommunications

- Public libraries must have:
 - All Classes
 - Computers connected to the Internet and with software (word processing, spreadsheets, etc.) available to patrons

Service Levels – Technology and Telecommunications

- Public libraries must have:
 - Class A & B
 - Basic
 - One public access computer connected to the Internet per 2,000 people served
 - Wireless Internet access for patrons in at least one location
 - Enhanced (same for all classes)
 - One public access computer connected to the Internet per 1,000 people served, or a minimum of two, whichever is greater
 - Wireless Internet access in at least one location
 - A scanner for patrons
 - Exceptional (same for all classes)
 - One public access computer connected to the Internet per 500 people served, or a minimum of two, whichever is greater
 - Wireless Internet access in at least one location
 - A scanner for patrons

Service Levels – Technology and Telecommunications

- Public libraries must have:
 - Class C
 - Basic
 - One public access computer connected to the Internet per 2,000 people served, or a minimum of two, whichever is greater
 - Enhanced (same for all classes)
 - One public access computer connected to the Internet per 1,000 people served, or a minimum of two, whichever is greater
 - Wireless Internet access in at least one location
 - A scanner for patrons
 - Exceptional (same for all classes)
 - One public access computer connected to the Internet per 500 people served, or a minimum of two, whichever is greater
 - Wireless Internet access in at least one location
 - A scanner for patrons
- NOTE:
 - Wireless access to the Internet at each fixed service location counts as 10 public access computers

Standards Math – Public Access Computers

- Population Served = 6,000
- What class?
 - Class C (10,000 or fewer population served)
- How many computers to meet:
 - Basic?
 - 1 computer x 3 (6,000/2,000 population served) = 3, **OR**
 - 2 computers and wireless Internet access (Why?)
 - Enhanced?
 - 1 computer x 6 (6,000/1,000) = 6
 - What else?
 - Exceptional?
 - 1 computer x 12 (6,000/500) = 12
 - What else?

Service Levels – Technology and Telecommunications

- Public libraries in all classes must have:
 - Communication with the public
 - A telephone listed in the library's name
 - An answering machine or other similar technology that provides the operating hours of the library
 - An e-mail address or other means of electronic contact
 - A means to provide copies to the public at each location. (Fees may be charged.)
 - A fax machine or other similar technology that transmits documents electronically or through phone lines

Service Levels – Technology and Telecommunications

- Public libraries in all classes must have:
 - A website
 - Hours of operation
 - Physical address(es)
 - Maps for each fixed service location
 - Phone number
 - E-mail address
 - Access to free electronic resources (e.g., INSPIRE)
 - Public policies (e.g., circulation, fees, internet use, etc.)
 - Access to the library's catalog (OPAC)
 - Calendar of events (updated monthly)

Service Levels – Hours of Service

- Service Hours
 - Hours open
 - Total unique hours the district is open for regular public service for the majority of the year
 - Evening hours
 - 6p.m. or later
 - Weekend day
 - 4 hours per day on Saturday or Sunday

Service Levels – Hours of Service

- Public libraries must be open:
 - Class A
 - 55 hours per week
 - 6 evening hours
 - 1 weekend day
 - Class B
 - 40 hours per week
 - 4 evening hours
 - 1 weekend day
 - Class C
 - 20 hours per week
 - 4 evening hours
 - 1 weekend day

Service Levels – Hours of Service

- Enhanced
 - Class A
 - Total 60 hours
 - 8 evening hours; 1 weekend day **OR**
6 evening hours and 2 weekend days
 - Class B
 - Total 50 hours
 - 4 evening hours and 1 weekend day
 - Class C
 - Total 30 hours
 - 2 evening hours and 1 weekend day

Service Levels – Hours of Service

- Exceptional
 - Class A
 - Total 65 hours
 - 8 evening hours; 2 weekend days **OR**
10 evening hours and 1 weekend day
 - Class B
 - Total 55 hours
 - 6 evening hours and 2 weekend days **OR**
8 evening hours and 1 weekend day
 - Class C
 - Total 40 hours
 - 4 evening hours and 2 weekend days **OR**
6 evening hours and 1 weekend day

Reporting to the ISL

- Bylaws
 - Within 60 days of adoption
 - Amendments (annually)
- Long-range and technology plans
 - Original plan, updates, and revisions
- Annual report
 - Due February 1 each year
 - Includes a statement by the library director and board president certifying which standards have been met and a plan to comply with those which have not been met

Waivers

- The ILHB may provide temporary waivers for one year at a time under the following conditions:
 - A public library is out of compliance with one or more standards
 - A public library submits an appeal to the ISL seeking a waiver
 - The request for a waiver illustrates unusual, unforeseen, or extreme circumstances beyond the library's control

Resources

- Indiana Public Library Standards
 - http://www.in.gov/legislative/iac/iac_title?iact=590
 - Select Article 6 - PDF
- Library Laws
 - <http://www.in.gov/library/laws.htm>
- Library Development Office Resources
 - <http://www.in.gov/library/ldoresources.htm>

Contact Information

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